

**NATIONAL RECONNAISSANCE OFFICE  
OFFICE OF INSPECTOR GENERAL**

**TITLE:** IG Auditor: Expert

**GRADE:** GS-14

**POSITION NO.:** Multiple

**LOCATION:** Chantilly, VA

**OPEN PERIOD:** Friday, 18 June 2010 to Friday, 2 July 2010

**POSITION INFORMATION:** Full-Time

**WHO MAY BE CONSIDERED:** Only individuals at the GS-12 to GS-14 level will be considered. This announcement is open to all U.S. citizens. For government employees these positions are “rank in person” not “rank in position,” meaning any external agency applicant would be hired at current government grade with possibility of minor adjustment based on qualifications.

**OVERVIEW:**

The Office of the Inspector General’s Audit Staff is responsible for initiating and conducting independent audits and special assessments of NRO activities in accordance with generally accepted government auditing standards and applicable laws and regulations. The Staff is also responsible for recommending corrective action with regard to significant problems, abuses or deficiencies related to NRO programs and operations.

**JOB DESCRIPTION:**

The incumbent will serve as a senior auditor within the Office of the Inspector General (OIG) and will conduct performance and financial audits addressing elements of acquisition, financial management, and information technology. Audits rely on standards established by the Office of Management and Budget and Generally Accepted Government Auditing Standards established by the Comptroller General of the United States. In addition to performing individual work, the incumbent will also participate with or lead a diverse group of government personnel in addressing a broad range of issues. NRO OIG audits can originate internally, but some are conducted in response to requests from the DNRO, Congress, and members of the Intelligence Community. Responsibilities include: developing and writing audit guides; developing and documenting audit findings in accordance with government auditing standards; and developing audit conclusions and recommendations designed to improve the effectiveness or efficiency of NRO operations. Auditors also will support other OIG functions as required. Working in the OIG allows for growth beyond a particular area of expertise and the opportunity to gain a better understanding of the intricacies of NRO management. Some domestic and foreign travel may be required.

**QUALIFICATIONS:**

**REQUIRED:**

- Bachelors degree in Accounting, Finance, Business, or related field
- Minimum 2 years of audit experience at the senior level or comparable experience in the auditor field

- Strong performance record
- Strong writing skills (the ability to write clearly and precisely)
- Strong oral communications skills
- Ability to assemble and assimilate large quantities of data, discern key issues, and draw appropriate conclusions
- Strong interpersonal skills with the ability to work in a team environment; must be able to deal effectively with people under a wide variety of conditions
- Ability to travel, both domestically and overseas
- Thorough knowledge of government auditing standards
- Thorough knowledge of US Government laws, regulations, and policies

**DESIRED:**

- Professional certification such as Certified Public Accountant, Certified Fraud Examiner, Certified Internal Auditor, Certified Information System Security Professional, or Certified Information Systems Auditor
- Knowledge of NRO or CIA organizational structure and mission activities
- Knowledge of NRO or CIA regulations and existing policies

**APPLICATION:**

Informal inquiries concerning the job duties can be directed to Jerry Carney, 703-808-1847. Inquiries regarding application should be directed to Marcia Sadler, 703-808-1833.

To supplement the vacancy application, all applicants must submit an application package to Marcia Sadler, NRO/IG/OHR, via fax 703-808-1822, no later than COB on the closing date of this announcement. The application package must include the following information:

1. Resume
2. Performance Appraisal Reports covering the past three years
3. Qualification statement that addresses pertinent work experience and qualifications for the position.